Position Overview
The Gephardt Institute for Civic and Community Engagement is hiring a current undergraduate senior to work part-time as a Voter Engagement Fellow in spring 2018, then full time May through November 2018, in a temporary paid position following graduation. The Voter Engagement Fellow serves as the primary leader and manager for all Gephardt Institute initiatives associated with election year programming, with a focus on engaging undergraduate students. This includes voter education and engagement around voter rights; voter registration; on-campus polling place coordination; overseeing strategies to increase voter turnout; and support for related programming. The Voter Engagement Fellow reports to the Assistant Director for Student Engagement and Service, and will collaborate frequently with staff, faculty, student leaders, student groups, and community partners in the development and implementation of a robust and comprehensive Democratic Engagement Initiative at Washington University. This is a non-partisan position.

Responsibilities include, but are not limited to, the following:

• Lead voter registration efforts for Washington University by coordinating a Voter Engagement Steering Committee and leading WashU Votes volunteer efforts. Develop and implement campus programming and communications to encourage voter registration and answer common questions. Manage TurboVote, the Gephardt Institute’s online platform for voter registration in all 50 states. Collaborate with and train student groups, departments, and individuals who are invested in voter registration. Maintain regular contact with the County Election Board and campus officials responsible for assuring compliance with federal and local laws and to coordinate an on-campus polling place. (35%)

• Manage election-year programming and initiatives which engage the campus community. Develop and coordinate Gephardt Institute initiatives such as voter registration drives, Constitution and Citizenship Day, National Voter Registration Day, orientation and outreach for incoming undergraduate students, support for Common Ground Grant recipients, and planning for other Gephardt Institute sponsored events related to the election. (35%)

• Manage communications related to election year programming. This includes maintenance of a robust website and a strong social media presence, handling inquiries and collaboration requests from on-campus and off-campus organizations, and collaborating with the Marketing and Communications Manager in the development of communication materials and strategy. (20%)

• Serve as special assistant to the directors of the Gephardt Institute. This includes management of special projects and assignments, representation at meetings, conducting research on best practices in voter engagement, collaborating with the Assistant Director for Strategy and Evaluation on assessment of impact, and authoring plans and reports. (10%)
Serve as an essential member of the Gephardt Institute staff:

- Attend semester kick-off retreat and closing celebration plus bi-monthly staff meetings for ongoing professional development and office-wide coordination.
- Support organizational outreach efforts including staffing the reception area, supporting special events, and posting flyers as needed.
- Participate in team efforts outside the office during special events such as the Community Service Fair, Activities Fair, Gephardt Institute sponsored events, and other relevant outreach.
- Write a semester report and update the voter engagement manual.
- Model professionalism and ethical leadership in and outside the office through adherence with Washington University policies and procedures, office expectations, and standards.

Desired Qualities of Successful Candidates

- Initiative and professionalism
- Strong interpersonal and written/verbal communication skills
- Strong organizational, problem-solving, project management, and event planning skills
- Energy, vision, creativity, sense of humor, sound judgment, tolerance for ambiguity
- Enthusiasm for civic engagement through the political and electoral process
- Ability to function both independently and collaboratively in team-based environment
- Ability to establish and maintain collaborative relationships with staff, faculty, students, and community partners
- Enthusiasm and ability to work in a dynamic environment with multiple functions, audiences, and priorities
- Commitment to maintaining a non-partisan and inclusive approach to all programming and communication strategies
- Knowledge of undergraduate organizations, opportunities for outreach, and campus groups
- Ability and willingness to work frequent evening and weekend hours in service to students and to the institute’s mission

Eligibility
Washington University undergraduate students who are seniors during spring 2018, and planning to graduate in May 2018 are eligible to apply. All majors welcome. 3.0 minimum GPA.

Time Commitment
This position will be part-time during spring semester at approximately 10 hours per week. Following graduation, the position will convert to a full-time six-month temporary position. The Fellow is welcome to negotiate time off before and after graduation before the full-time role begins. The position will end no earlier than November 16, 2018, and must conclude exactly six months after full-time work begins.

Compensation
This position is not eligible for benefits. Spring 2018 (part-time): $12 per hour and Summer/Fall 2018 (full-time): $15 per hour

Application Process
The priority application deadline is Friday, March 30, by 5pm. To apply, please complete an online staff application form, submit a resume, and cover letter. If you have any questions about the position or process to apply, please contact the Assistant Director for Student Engagement and Service, Cara Johnson, at CLJohnson@wustl.edu or 314-935-9659.